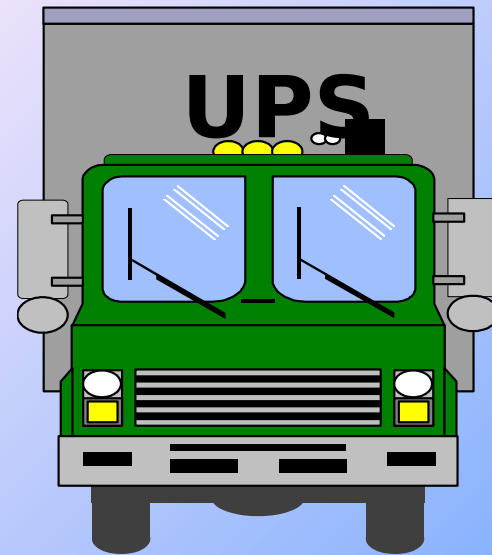
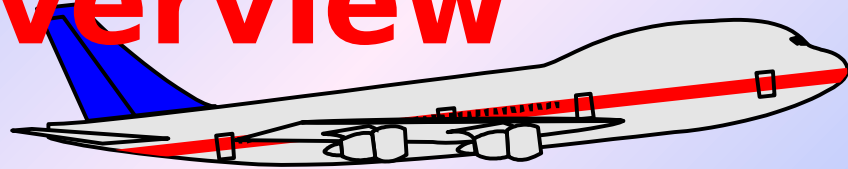


Transportation Discrepancy Reporting Overview



AS TRANSPORTATION
PERSONNEL, BE VERY
CAREFUL NOT TO
“WEAR TOO MANY
HATS !!”



DO YOUR
JOB, AND
LET
OTHER'S DO
THEIR JOB

**THE IMPORTANT POINT TO REMEMBER IS
WHAT ARE *YOUR RESPONSIBILITIES***

When a discrepancy is found, the actions you will take can differ depending upon...

Ask yourself...Is it shortage or damage? Is it classified or protected material?

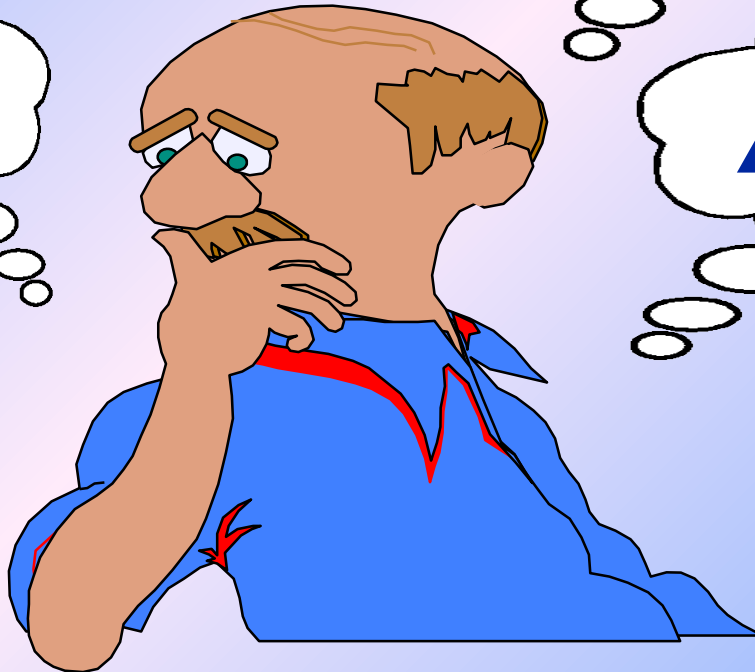
\$\$\$

What is the item's dollar value?

Type

Activity

Are you the shipper, the consignee or someone else in between?



Responsibilities...

Activity Commanding Officer

- ❖ Overall control of installation activities and personnel
- ❖ Ensures discrepancies are reported in timely, accurate, and complete manner

Responsibilities...

Transportation Officer

- ❖ Gathers facts/documents to establish time, place, and circumstances of discrepancy
- ❖ Coordinates investigation
- ❖ Notifies the appropriate security/law enforcement elements
- ❖ Takes necessary corrective actions
- ❖ Responds to all requests for information (RFI)
- ❖ Forwards complete TDR package to the appropriate claims office
- ❖ Provides documentation to support contractor claim actions



Responsibilities...

Contract Administrator

- ❖ Ensures prompt, accurate reporting of discrepancies for inbound shipments at contractor plants
- ❖ Answers TDR inquiries
- ❖ Takes corrective action to prevent further discrepancies
- ❖ Investigates each discrepancy and gathers facts to support claim actions

Responsibilities...

Claims Office

- ❖ Holds final responsibility for determining liability, measure of damage, and filing of claim against the carrier
- ❖ Develops incomplete/inadequate TDR
- ❖ Conducts reinvestigation of discrepancy
- ❖ Settles carrier's request for compromise offer or reconsideration
- ❖ Ensures collection and handles claim action to conclusion

Responsibilities...

Military Traffic Mgmt Cmd (MTMC)

- ❖ DoD's TDR program manager
- ❖ Furnishes reports on the TDR system, as needed
- ❖ Assists DoD/GSA components in resolving discrepancies
- ❖ Assures published regulatory guidance meets the needs of military and other federal agencies
- ❖ Provides timely, adequate training in TDR preparation
- ❖ **Reminder:** MTMC does not impact the day to day operations for the Coast Guard



What to report...

- ❖ \$50 or more, for Coast Guard shipments, if moved on GBL, CBL for conversion to GBL, or TCMD
- ❖ \$100 or more, for DoD shipments
- ❖ All GSA shipments
- ❖ Any and all classified or protected shipments, regardless of value

Reporting time frames...

- ✓ Within 45 days of receipt or discovery of discrepancy
- ✓ Within 24 hours for all pilferage, theft, loss of narcotics, hazardous or sensitive materials, etc.

Do not report ...

- ✓ when goods moved by government carrier (USNS/MSC controlled ships; AMC controlled aircraft)
- ✓ when shipment is in the possession of a military installation or transshipment point
- ✓ when material was procured with non-appropriated funds
- ✓ **SUPPLY-TYPE DISCREPANCIES ON A TDR**

Transportation Discrepancy Report

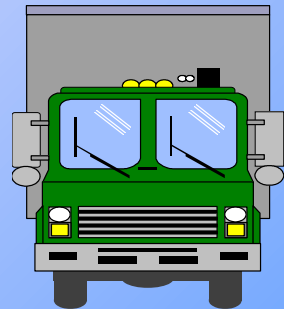
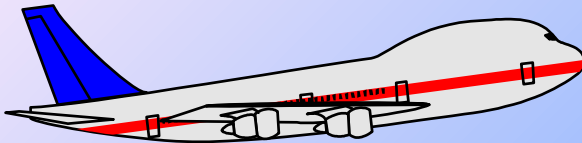
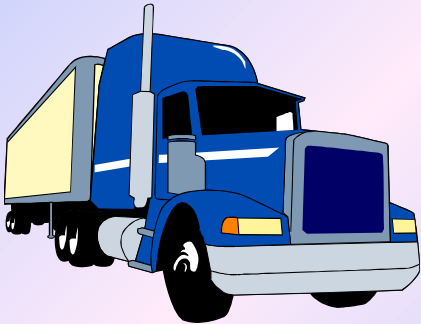
NSN 7540-00-965-2403
PREVIOUS EDITIONS USABLE

361-107

STANDARD FORM 361 (REV. 3-64)
Prescribed by GSA
FPMR (41CFR) 101-40.702

The source document to report...

- ALL transportation discrepancies
- This means motor, air, *and* small package carriers





Use the TDR to...

- Request information from the shipper
- Notify carrier of discrepancies
- Reply to other's inquiries
- Request disposition/credit
- Document discrepancies when shipper-ordered services were not performed by carrier

What's the difference between...



RFI - Request for information

and



Initial Notification



RFI - Request for information

- ❖ Is issued by the consignee only
- ❖ MUST be issued for every documented discrepancy
- ❖ Is sent to any and all that can assist in resolving the discrepancy



Initial Notification

- ❖ Is only issued when the discrepancy is discovered and reported by an activity OTHER than the consignee
- ❖ Is sent to the consignee for the consignee's notification, action, or information

Classified or protected cargo

*Hello,
Security?*



- Immediately notify the nearest TO or activity command by telephone
- TO notifies the carrier and the local security office, recording all names and titles of individuals contacted

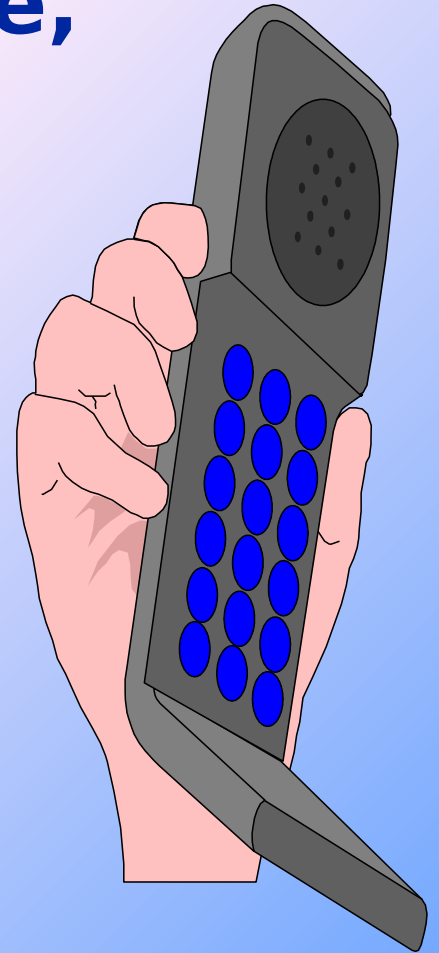


- Within 24 hours, the TO sends an electronic message to all appropriate agencies
- The message line format conforms to the first 31 block on the TDR
- Use block 30 if requesting more information or a particular addressee needs to take action

Non-classified/protected cargo

If pilferage, theft, damage, or vandalism is readily apparent

- ❖ Notify the carrier immediately by telephone
- ❖ Request the carrier inspect the shipment within 7 days
- ❖ If carrier waives inspection
 - ✓ Record full name, title and date waived
 - ✓ Perform your own inspection to determine the extent and cause of damage



Prepare and issue an RFI...

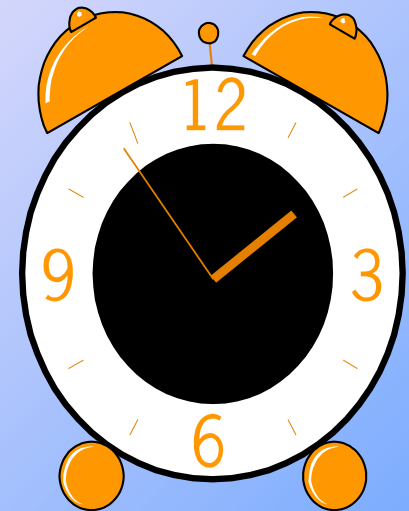
- ❖ Guidelines for preparation of the TDR are contained in *41 CFR 101-401.901-361-1*
- ❖ Be sure to use the latest version of the SF 361 - (March 1984)

Suspense the TDR



Suspense the TDR --
for 45 days, from the
date of receipt or
discovery of the loss or
damage

- ❖ DO NOT send a copy of the RFI or Initial Notification to the claims office AT THIS TIME
- ❖ Continue to collect any supporting documentation for the TDR package during this suspense period





Review the TDR ...

- ✓ Is carrier responsibility established and supported by documented evidence?
- ✓ Has the actual repair or replacement been completed?
- ✓ Is the TDR is routed to the correct finance center or claims office?

Who gets the TDR package?





- ❖ First, determine what appropriation is cited on the bill of lading for payment of the transportation charges to the carrier



HINT: Check block 12, "Appropriation chargeable" and block 13, the "BILL CHARGES TO" blocks on the GBL..

- ❖ Second, determine which finance center pays the finance charges

**For all Coast Guard funded (69X)
shipments send your TDR
package to...**

Commanding Officer (OGC)
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326



***This includes those shipments
funded by ELC and AR&SC !!***



**For all GSA funded (47X)
shipments send your TDR
package to...**

**GSA National Customer
Service Center
1500 East Bannister Road
Kansas City, MO 64131**

**Telephone 1-800-488-3111
FAX 816-926-6952**

**For all other DoD funded
shipments**



***Air
Force
e***



***Arm
y***



Navy



***Marine
Corps***

**send your TDR package
to...**

**Commanding Officer (OGC)
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326**





**How do you
handle any
changes or
cancellations
to the TDR?**

To amend or cancel a TDR...

- ✓ Stamp or write “AMENDED” or “CANCELLED” as needed at the top and bottom of the original TDR
- ✓ Line through the old information
- ✓ Enter explanation for the amendment or cancellation in block 30 and/or block 43
- ✓ Sign and date the amendment or cancellation annotation
- ✓ Send a copy to all original addressees

The image shows a sample of a Transportation Discrepancy Report (TDR) form. The form is titled "TRANSPORTATION DISCREPANCY REPORT" and includes sections for "1. ORIGIN", "2. DESTINATION", "3. CARRIER", "4. DISCREPANCY", and "5. REMARKS". It also features a table for "DISCREPANCY" with columns for "QUANTITY", "UNIT", "VALUE", "DISCREPANCY", and "VALUE OF LOSS". The form is numbered "301-107" and "301-107".



**Lastly,
steps to a
proactive office,...**



Keep accurate records

- ✓ Be sure all your documentation is factual, clear, exact, specific
- ✓ Do not use assumptions or opinions
- ✓ Consider a charge of carrier liability very carefully
- ✓ Document the facts and get statements from those involved



Get damage inspected

- ✓ If the carrier waives the inspection, then *ALWAYS, ALWAYS* perform your own inspection.



Take photographs

- ✓ Did you take photos - even before unloading?
- ✓ Clear and focused photographs are valuable pieces of documentation



Develop a sixth sense

- ✓ Trust your instincts, anticipate problems, and try to be proactive instead of reactive

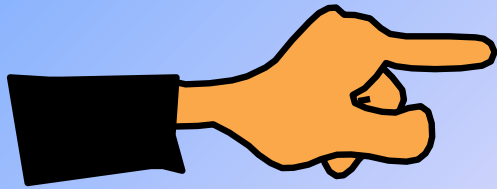


Be informed

- ✓ Maintain current copies of all pertinent regulations and keep them up-to-date
- ✓ Develop a library of transportation related publications to assist you



And...most important of all


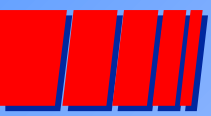


Conduct training regularly

Not just for yourself, but TRAIN any and all who are involved in the proper receiving functions of freight, especially damaged freight

Develop, publish, and implement clear and concise operating instructions for your activity

Update as situations change, because personnel rotate and change within an organization constantly
therefore, you must train constantly



**THE END RESULT
IS A BETTER TDR
PACKAGE THAT
SUPPORTS YOUR
ALLEGATION OF
CARRIER
LIABILITY**



**If you have any problems or questions - give us a
call or send an email. We are here to help you be a
success!**

Claims Section

Susan F. Hubbard, Chief

SHubbard@fincen.uscg.mil

757-523-6947

Christopher T. Gibbs

Traffic Management Specialist

CGibbs@fincen.uscg.mil

757-523-6763